

Cooperative Secretary

White Swan Music and Arts



White Swan Music and Arts was registered as a Charitable Community Benefit Society in August 2025. Our mission is to purchase The White Swan, Charlton, and restore this much loved pub to generate income that will sustain our charitable aims of creating a music and arts hub in the heart of Charlton Village. We are building strong foundations for a community owned, creative organisation, and we are now seeking a Cooperative Secretary to join the Board and help shape our development.

About Us. White Swan Music and Arts is led by a volunteer Board developing the governance structures, compliance systems, and strategic framework of a new Charitable Community Benefit Society. The role of Cooperative Secretary is central in ensuring we meet our legal responsibilities, maintain good governance, and operate transparently and effectively. As a new organisation with no paid staff, the Secretary will work closely with the Chair, Treasurer, and other Directors to support smooth operations and compliance as we raise funds and prepare to purchase The White Swan.

The Role. Position Cooperative Secretary, Non Executive Board Director. Term one year until the organisation's first AGM. Board composition between six and ten Non Executive Directors with expertise across finance, arts management, creative industries, charity governance, education, and community engagement. Meetings include six Board meetings per year plus the Annual General Meeting.

Key Responsibilities. Ensure compliance with the Cooperative and Community Benefit Societies Act 2014, the Charities Act 2011, and other relevant regulations. Maintain registers, records, and filings with the Financial Conduct Authority and, where applicable, the Charity Commission. Support Board and Annual General Meeting administration, including agendas, minutes, and member communications. Advise the Board on governance matters, policies, and organisational procedures. Oversee the timely submission of accounts and annual returns. Work with the Chair and Board to strengthen decision making, transparency, and member engagement. Uphold the values and mission of White Swan Music and Arts.

Person Specification. Essential skills and experience include a sound understanding of cooperative or charity governance and compliance, confidence in managing documentation, reporting deadlines, and record keeping, strong organisational and communication skills, and the ability to exercise discretion and maintain confidentiality. Desirable experience includes charity, community benefit society, or company secretarial roles, and familiarity with arts or community development organisations. Personal attributes include integrity and professionalism, a collaborative and supportive approach to teamwork, enthusiasm for community creativity and public engagement, and commitment to equality, diversity, and inclusion.

Remuneration. This is a voluntary position. Reasonable travel expenses and agreed professional development support are provided in line with the Board's remuneration and training policies.

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